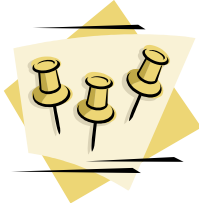


Commonly Used Terms



Area Plan: An official amendment to the Coconino County Comprehensive Plan that reflects the local resident's vision of the future, contains goals and policies for development, and provides guidance for decision makers. An Area Plan

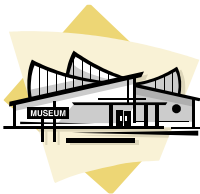
may serve a community, specific neighborhoods, or rural areas.

Comprehensive Plan: A statement of the community's desired future, intended to serve as the primary decision-making guide for growth and development in the county.

Conditions of Approval: Specific requirements attached to approval of a development proposal that an applicant must meet either before, during, or after completion of the project in order to meet the intent of county regulations. Conditions may include items such as an annual progress report, reduced lot coverage, or enhanced landscaping.

Development Project: A project that requires approval by the Planning & Zoning Commission and/or the Board of Supervisors, such as conditional use permits, zone changes, and subdivisions.

Findings: The specific criteria used by the Planning & Zoning Commission to determine approval, denial, or modification of a development proposal.



Zoning Ordinance: A set of legally binding provisions adopted by the Board of Supervisors to regulate land development. Along with the subdivision ordinance, the Zoning Ordinance is used to implement the goals, objectives, and policies of the County Comprehensive Plan.

Who Serves on the P&Z Commission?

The Commission is a volunteer citizen's board. There are two members appointed by each County Supervisor, for a total of ten Commissioners. Each is appointed to a four-year term, and may be reappointed for subsequent terms.

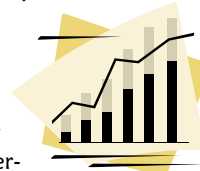


When Does the Commission Meet?

Regular meetings of the Planning & Zoning Commission are typically held the last Tuesday of each month. Staff meetings begin at 3pm, with informal study sessions start at 4pm; the formal public hearings begin at 5:30pm. All meetings are held at the Coconino County Administration Building, 219 E. Cherry, Flagstaff.

How do I Get Involved?

If you'd like to sit in on a public hearing, contact the Community Development Department to confirm Commission meeting dates and request agendas. If you're looking to fill a community leadership role, Commission vacancies do occur, so call your County Supervisor if you're interested in serving.



Coconino County
Department of
Community Development

2500 North Fort Valley Road, Building 1
Flagstaff, Arizona 86001
928.226.2700 or 1.800.559.9289
<http://co.coconino.az.us/commdevelopment/>

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Planning & Zoning Commission

THE PLANNING & ZONING COMMISSION (P&Z) is a 10-member volunteer citizen's board in Coconino County responsible for reviewing applications for conditional use permits, subdivisions, rezoning, and public right-of-way abandonment requests. The Commission serves as the official guardian of the County's Comprehensive Plan and Zoning and Subdivision Ordinances.

Coconino County
Community Development

The P&Z Commission and the Development Review Process



What are the Primary Functions of the Planning & Zoning Commission?

The Planning & Zoning Commission has two distinct functions. The first involves administration of the county's comprehensive plan and local land use regulations—primarily the zoning and subdivision ordinances. This role is generally advisory to the County Board of Supervisors, with the Planning Commission forwarding a recommendation to the Board for final consideration.

The second, and most time-consuming function, involves review of development projects. The major types of proposals reviewed by the Commission are conditional use permits, zone changes, and subdivision plats. From time to time, the Commission may also review ordinance and plan amendments and roadway abandonments.

In its duty, the overall goal of the Planning & Zoning Commission is to protect the health, safety, and welfare of County residents.

What are the Commission's Typical Duties?



To fulfill the primary functions as mentioned above, the Planning & Zoning Commission has a number of specific responsibilities. Typically, it is the Commission's charge to:

- ☑ Develop and apply the policies of the county comprehensive plan and evaluate an applicant's compliance with other adopted plans and ordinances.
- ☑ Hold public hearings and meetings and communicate with public and private organizations.
- ☑ Determine land use compatibility according to staff report, site visit, and any applicable area plans.
- ☑ Review preliminary plats, final plats, and site plans and make recommendations for appropriate stipulations for compatibility and long-range benefit.

What Might the Commission Ask When Reviewing a Development Proposal?

In reviewing a development project, the Commission will evaluate the proposal based on specific planning criteria—generally referred to as the “findings.” While these findings of fact are somewhat unique for each type of development project, some of the general questions that the Planning & Zoning Commission might ask include:

1. Is the request in accordance with the adopted county comprehensive plan and any applicable area plan?
2. If the request is not in accordance with the comprehensive plan, does it promote the goals and objectives of the plan?
3. Is the request an allowable use in the designated zoning category?
4. What are the existing site conditions? Are there any environmental considerations that need to be addressed, preserved, or mitigated?
6. Does the applicant provide a clear site plan of the proposed development or change?
7. Does the site or master plan address density, landscaping, setbacks, signage, right-of-ways, open space and parks dedication, drainage, parking, utilities and services, circulation, ingress, and egress?
8. Are there any traffic impacts? If so, does the applicant attempt to mitigate them in some way?
9. Does the proposal and/or staff report identify the potential impacts to the community and the associated costs and benefits of these? Are the negative impacts mitigated?
10. Is there neighborhood or public opposition to the proposal? What are the specific reasons or facts given for opposition?
11. Is the proposed architecture and design in accordance with the overall community character?
12. If the proposal is adjacent to a dissimilar use, what types of buffering are provided by the applicant?



What are the Responsibilities of the Other Players in the Development Review Process



The Planning & Zoning Commission is not the only player in the county's development review process. The applicant, County planners, and the general public also play important roles. General responsibilities include:

The Applicant

- ☑ Discuss an idea with county planning staff (prior to formal submission) to determine applicability of proposal and potential areas of concern.
- ☑ Per the County's citizen participation requirements, inform neighbors and any potentially-affected parties about plans.
- ☑ Ensure a complete application with the specified filing fee and supporting documents.

County Planners and Planning Staff

- ☑ Review potential projects and guide applicants regarding county expectations for project information, graphics, and analysis.
- ☑ Evaluate consistency and compatibility with adopted plans and ordinances.
- ☑ Develop a staff report for the Planning & Zoning Commission based on finding of fact provided by the applicant, comprehensive plan, studies, and knowledge of the area/site.

Citizens and the General Public

- ☑ Ensure development proposals meet the guidelines and intent of community plans.
- ☑ Ask questions and evaluate the long-term impacts of a development project.
- ☑ Encourage collaboration by actively contributing to the decision-making process.

The list of common questions and typical responsibilities as outlined in this brochure have been adapted from information provided by the Arizona Department of Commerce / Community Planning Program